Smathers Graduate Student Internship Program Application
Proposal for a Curatorial Intern for Cuban Collections (Margarita Vargas Betancourt)

Contents:
Project overview/description: Page 2
Plan of activities for each semester covered: Page 5
Draft a brief position description for the internship: Page 7
Appendix: Page 8
Project overview/description (2-3 pages)

The internship for a Curatorial Intern for Cuban Collections is proposed for Fall 2016 and Spring 2017.

Goals and Objectives
The goal of this internship is to provide a graduate student the opportunity of building curatorial and archival expertise in bilingual collections. The intern will participate with curators in the organization of a bilingual physical exhibit (English/Spanish) on the presence of Cubans in Florida, which will take place during the 2017 UF Latin American Studies Annual Conference whose theme will be “Cuba, US, and Florida: The Impact of Normalization.”

The institutional objective is to expand the relationship between the Center for Latin American Studies, College of the Arts, and the Latin American and Caribbean Collection by involving faculty and students from across campus in exhibit development, research, and promotion.

Activities and Deliverables
1. The intern will review archival and print collections to identify objects for the exhibit. The deliverables will be a spreadsheet and exhibit labels.
2. With the information from the spreadsheet, the intern will propose exhibit subthemes and item groupings.
3. The intern will create a bibliography for the topics identified.
4. The intern will do research for the labels.
5. The intern will create labels.
6. The intern will propose a layout for the exhibit.
7. The intern will give tours of the exhibit to the participants of the 2017 UF Latin American Studies Annual Conference.
8. The intern will give a public presentation on their work relating to the exhibit. (This might be part of the annual conference or a separate library event).
9. The intern will post about their work on LACC’s blog.
10. The intern will be assigned relevant readings on the topics of exhibitions, archival practice, cultural heritage, and visitor engagement.

Benefits to the Intern
An internship on curatorial practice on Cuban Collections will provide a graduate student skills and knowledge on archival organization and curation in general as well as specific knowledge on the topic of Cuba-Florida relations. This will enhance the student’s skills to succeed in an academic career. At the same time, the internship will provide the skills, competencies, and experience required for the intern to consider a career path in libraries and archives, specifically in special collections. This is especially important today given the scarcity of jobs for Ph.D. graduates in the social sciences and the humanities.

Benefits to the Libraries
The organization of this exhibit will not only highlight the strength of Cuba holdings in the George A. Smathers Libraries, since it will coincide with the 2017 UF Latin American Studies
Annual Conference “Cuba, US, and Florida: The Impact of Normalization,” it will help to position the Libraries as a key player in the relationship between Cuban archives and libraries and US institutions during the period of normalization. It is important to note that this will be the first exhibit that involves multiple colleges participating in the curation of objects since it will involve a faculty member from the College of Liberal Arts and Sciences (Lillian Guerra) and the College of the Arts (Coco Fusco).

The internship will also position the George A. Smathers Libraries as a key department in the formation of graduate students who consider career paths in libraries/special collections. Since Spanish fluency and knowledge on Latin American studies are requirements for this internship, it is likely that it will also benefit a minority graduate student. This will in turn allow the Libraries to contribute to the University of Florida’s goal of fostering diversity.

Benefits to the Academic Unit (Center for Latin American Studies)
The national and international recognition of UF’s Latin American and Caribbean Collection (LACC) is one of the factors considered for the extension of the Center for Latin American Studies’ Title VI funding. The organization of an exhibit that will coincide with the Center’s annual conference will strengthen the position of LACC, and thus, of the Center, which can result in the extension of Title VI. The exhibit will also add to the Center’s annual conference providing visitors’ the opportunity to see unique materials held by the Libraries and consider their relationships in new ways. It will also allow the Center to consider the Libraries as a venue where its graduate students can acquire additional skills. Finally, the exhibit will allow the Libraries and the Center to highlight the strength of our Cuban holdings, and thus, the need of continual collaboration of the two to position UF as a key player in the academic normalization of Cuba-US relations.

Student Learning Outcomes
- To introduce a graduate student to curatorial practice.
- To enhance a graduate student’s knowledge on Cuban and Florida studies.
- To provide an opportunity for a Latin American Studies/Spanish graduate student to apply the knowledge and skills obtained in his/her discipline to another field.
- To integrate knowledge on Latin American studies, curation, and archival practice in the representation of the impact of normalization of Cuba-US relations for Florida.

Metrics for Project Deliverables
Metrics for project deliverables include the following items, which will be delivered according to the plan of activities.

1. Spreadsheet of objects for exhibit. In the spreadsheet, the intern will identify the objects for exhibition, their bibliographic information, and their physical location. Most importantly, the objects will be organized into subthemes. Such organization requires interpretative and scholarly analysis.
2. Bibliography for selected topics. Such bibliography will also reflect scholarly analysis and the development of an analytical narrative.
3. Exhibit labels. Intern will be responsible for writing and researching approximately 30% of the interpretive labels. A previous bilingual exhibit included 53 items, which constitutes a total of over 100 labels (Each label is in English and Spanish).

4. Physical exhibit. The exhibit will be held in the Smathers Gallery, located on the second floor of Smathers Library. The gallery includes eight cases. Although there is no standard amount of items per case, and exhibit design varies based on object sizes the current exhibit *Literature of Rural Florida* includes 29 items, many of which are reproductions. In addition to the cases, there is also wall space for interpretative and illustrative material. The selection of the items that will be displayed requires careful analysis of the special collections with Cuban content. In SASC, there are 47 processed collections with Cuban content and one unprocessed collection. These items are included in the Latin American and Caribbean collections as well as in collections from the P.K. Yonge Library of Florida History and SASC’s papers (see Appendix).

5. The intern will review as many of these collections as possibly in order to make the most analytical and scholarly selection.

6. Online component. Such component will not constitute an additional project. It will follow the normal workflow for exhibits. For this reason, it will not impact IT nor DPS.

7. One or a couple posts in LACC’s blog on the intern’s work.

**Roles of the Internship Director and team members**

The team for this internship will consist of two Faculty Partners from outside the Libraries, the Internship Director, the Libraries’ Exhibits Coordinator, the LACC’s coordinator, and 1% of the Digital Services Specialist’s time. The Internship Director will direct the internship, whereas the LACC’s coordinator will supervise at a daily basis, provide support, and coordinate with the intern to create PR about the project, such as posts in LACC’s blog. The Digital Services Specialist (Terry Phillips) will contribute 1% of his time throughout the project to coordinate digitization activities and to liaise with DPS, Conservation/Preservation and Cataloging & Discovery. The personnel in these units will not need to contribute any special time to this intern project because they routinely support the digitization of materials for exhibitions and this exhibition will occur even without funding for an intern.

Once the first deliverables are done (spreadsheet of objects for exhibit, spreadsheet of objects organized into subthemes), the Intern and the Internship Director will organize meetings with the Faculty Partners to define the intellectual structure of the exhibit, and with the Exhibits Coordinator, to define the physical structure of the exhibit.
### Plan of activities for each semester covered

**Tentative Intern Schedule for Fall 2016**

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATES</th>
<th>ACTIVITIES</th>
<th>DELIVERABLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8/22-8/26</td>
<td>Review archival SASC holdings</td>
<td>Spreadsheet of collections with Cubans in Florida content and possible exhibit objects.</td>
</tr>
<tr>
<td>2</td>
<td>8/29-9/2</td>
<td>Review archival SASC holdings</td>
<td>Updated spreadsheet.</td>
</tr>
<tr>
<td>3</td>
<td>9/6-9/9</td>
<td>Review archival SASC holdings</td>
<td>Updated spreadsheet.</td>
</tr>
<tr>
<td>4</td>
<td>9/12-9/16</td>
<td>Review archival SASC holdings</td>
<td>Updated spreadsheet.</td>
</tr>
<tr>
<td>5</td>
<td>9/19-9/23</td>
<td>Review archival SASC holdings</td>
<td>Updated spreadsheet.</td>
</tr>
<tr>
<td>6</td>
<td>9/26-9/30</td>
<td>Review archival SASC holdings</td>
<td>Updated spreadsheet.</td>
</tr>
<tr>
<td>7</td>
<td>10/3-10/6</td>
<td>Review archival SASC holdings</td>
<td>Updated spreadsheet.</td>
</tr>
<tr>
<td>8</td>
<td>10/10-10/14</td>
<td>Prepare draft list of objects</td>
<td>Draft spreadsheet of objects.</td>
</tr>
<tr>
<td>9</td>
<td>10/17-10/21</td>
<td>Prepare draft list of objects</td>
<td>Updated draft spreadsheet of objects.</td>
</tr>
<tr>
<td>10</td>
<td>10/24-10/28</td>
<td>Prepare final list of objects utilizing Smathers Style Guide</td>
<td>Draft of final list of objects for exhibit</td>
</tr>
<tr>
<td>11</td>
<td>10/31-11/4</td>
<td>Prepare final list of objects utilizing Smathers Style Guide</td>
<td>Final list of objects for exhibit</td>
</tr>
<tr>
<td>12</td>
<td>11/7-11/10</td>
<td>Coordinate with Internship Director, Exhibits Coordinator, and Digital Services Specialist the digitization of items</td>
<td>Updated spreadsheet of objects</td>
</tr>
<tr>
<td>13</td>
<td>11/14-11/18</td>
<td>Identify exhibit subthemes</td>
<td>Updated spreadsheet</td>
</tr>
<tr>
<td>14</td>
<td>11/28-12/2</td>
<td>Propose exhibit layout</td>
<td>Diagram or photographs of exhibit design</td>
</tr>
<tr>
<td>15</td>
<td>12/5-12/7</td>
<td>Label research</td>
<td>List of items or groups selected for interpretation</td>
</tr>
</tbody>
</table>
### Tentative Schedule for Spring 2017

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATES</th>
<th>ACTIVITIES</th>
<th>DELIVERABLES</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>1/4-1/6</td>
<td>Label research</td>
<td>List of items or groups selected for interpretation</td>
</tr>
<tr>
<td>17</td>
<td>1/9-1/13</td>
<td>Write 2 – 5 item caption labels in English and Spanish</td>
<td>Labels</td>
</tr>
<tr>
<td>18</td>
<td>1/17-1/20</td>
<td>Write 2 – 5 item caption labels in English and Spanish</td>
<td>Labels</td>
</tr>
<tr>
<td>19</td>
<td>1/23-1/27</td>
<td>Write 2 – 5 item caption labels in English and Spanish</td>
<td>Labels</td>
</tr>
<tr>
<td>20</td>
<td>1/30-2/3</td>
<td>Write 2 – 5 group labels in English and Spanish</td>
<td>Labels</td>
</tr>
<tr>
<td>21</td>
<td>2/6-2/10</td>
<td>Label review/revisions</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>2/13-2/17</td>
<td>Finalize exhibit layout</td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>2/20-2/24</td>
<td>Prepare bibliography for selected topics</td>
<td>Bibliography for selected topics.</td>
</tr>
<tr>
<td>24</td>
<td>2/27-3/3</td>
<td>Revised bibliography</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>3/13-3/17</td>
<td>Exhibit installation</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>3/20-3/24</td>
<td>Prepare public presentation on internship work</td>
<td>Script or powerpoint presentation</td>
</tr>
<tr>
<td>27</td>
<td>3/27-3/31</td>
<td>Prepare public presentation on internship work</td>
<td>Script or powerpoint presentation</td>
</tr>
<tr>
<td>28</td>
<td>4/3-4/7</td>
<td>Prepare tours on exhibit for conference participants</td>
<td>Outline of tours’ focus</td>
</tr>
<tr>
<td>29</td>
<td>4/10-4/14</td>
<td>Give talk on internship work</td>
<td>Talk</td>
</tr>
<tr>
<td>30</td>
<td>4/17-4/19</td>
<td>Prepare tours on exhibit for conference participants</td>
<td>Outline of highlights in the exhibit</td>
</tr>
</tbody>
</table>

In addition to the scheduled activities, each semester the Intern will:

1. Attend a CV/resume workshop and an orientation to the Libraries (required for Interns).
2. Prepare and deliver a presentation on the academic and professional outcomes of their internship.
3. Attend appropriate talks or meetings at the Libraries to orient the Intern to academic libraries and enhance the Interns’ scholarly inquiry.

Each semester, the Internship Director will:

1. Attend a workshop on supervising and mentoring (required for Internship Directors)
2. Direct the Intern to appropriate opportunities for their professional growth, which may include attending a presentation on jobs in academic libraries, a Joint Chairs meeting (or other applicable meeting) to orient the Intern to academic libraries, Curator Talks, and others as appropriate for enhancing scholarly inquiry.
3. Provide opportunities for regular assessment and feedback for the Intern

Weekly, the Internship Director and Intern will meet to:
1. Review goals for the week
2. Review activities and accomplishments for the prior week
3. Confirm progress and any scheduling for the longer-term/semester length objectives

**Brief position description for the internship**

**Curatorial Intern for Cuban Collections**
Pay Rate: $15/hour. Number of students needed: 1.
Hours: Monday-Friday, 8am-5pm, up to 10 hours per week (total of 160 hours/semester)

**Summary of duties**
The Curatorial Intern for Cuban Collections will participate with curators and the Libraries’ Exhibit Coordinator in the organization of a bilingual exhibit (Spanish/English) on the presence of Cubans in Florida, which will take place during the 2017 UF Latin American Studies Annual Conference whose theme will be “Cuba, US, and Florida: The Impact of Normalization.” The intern will identify pertinent materials in Special Collections, conduct research on the topic and materials, write interpretive labels, and assist with exhibit installation.

**Responsibilities**
The Intern will be responsible for completing the planned activities, collaborating for these and other needs, and participating as a professional team member in the Libraries.

**Qualifications**
Fluency in Spanish, knowledge on Latin American, specifically Cuban studies, experience in archival research, a good attitude and professional demeanor; and willingness to work independently and collaboratively. Candidates must be graduate students and will be selected from those recommended through the Center for Latin American Studies and/or the Spanish department.

- Excellent organizational and time management skills
- Reliable and punctual
- Flexible, adaptable, and comfortable with experimentation and self-directed learning
- Able and willing to learn new skills, enthusiasm for working collaboratively
- Excellent oral communication and writing skills in both English and Spanish
- Familiarity working with website and social media tools
Appendix. Collections with Cuban Content

1. Braga Brothers Collection. Records related to trade, manufacture, and cultivation of Cuban sugar. The records begin in the second half of the nineteenth century and end shortly after the nationalization of the Cuban sugar industry by the government of Fidel Castro. As a business archives, the Collection provides information on the manufacture and trade of Cuban sugar and the means by which Cuba's annual sugar harvest was financed and brokered. The collection provides descriptions of the social, political, and economic environment in which Cuban sugar was manufactured. The collection is an important source of data on the international sugar trade and the commercial and financial ties that once bound Cuba and the United States together. [Permanent link](http://www.uflib.ufl.edu/spec/manuscript/Braga/braga.htm)

2. American Photo Company Photographs of the Port of Havana Construction. 1910-1912. This collection includes 25 duotone photographs of the construction of the Port of Havana in Cuba. [The guide to this collection is available in Spanish: Guía de las Fotografías de la American Photo Company de la construcción del Puerto de La Habana.](http://www.library.ufl.edu/spec/manuscript/guides/apc-havana_en.htm)


4. Cuban-American Land and Lumber Corporation Papers. 1920-1925. This collection includes 12 letters and documents (20 folios), a map, and one photograph related to the Cuban-American Land and Lumber Corporation's business in Cuba, specifically the timber and lumber market. [The guide to this collection is available in Spanish: Colección de cartas y documentos relativos a la Compañía Cuban-American Land and Lumber.](http://www.library.ufl.edu/spec/manuscript/guides/callc_en.htm)


6. González Blanco, Carlos. Collection, 1968-1977. The collection includes the letters that Carlos González Blanco wrote to his wife, mother, and daughter while he was a political prisoner in various Cuban jails. It also includes his mother's correspondence with Latin American and U.S. presidents, and international organizations, such as Amnesty International and the Red Cross, regarding the situation of her son and two brothers, who were also political prisoners. Ms Group 24. [The guide to this collection is available in Spanish: Guía de la Colección de Carlos González Blanco.](http://www.library.ufl.edu/spec/manuscript/guides/gonzalezblanco.htm)

7. Peñate de Tito, Reina. Collection, 2001-2009. In 1961, Reina Peñate de Tito joined a counter revolutionary group that sought to overthrow Fidel Castro. That same year, along with other members of the group, she was arrested. This collection includes testimonials on her experience as a political prisoner as well as copies of the sentence and of the release documents. Ms Group 22. [The guide to this collection is available in Spanish: Guía de la Colección de Reina Peñate de Tito.](http://www.library.ufl.edu/spec/manuscript/guides/penatedetito.htm)
8. Ray, Manuel. Oral History Collection, 2008-2009. Two filmed interviews conducted by Lillian Guerra, one with Manuel Ray (aka Manolo) that is nine hours long, and the other with Aurora Chacón de Ray that is one hour and a half in length. Also included is a transcript of both interviews that is 74 pages in length and several photos. Ms Group 88. [The guide to this collection is available in Spanish: Guía de la Colección de Historia Oral de Manuel Ray.] http://www.library.ufl.edu/spec/manuscript-guides/ray.htm


10. Romero Family Papers Regarding José Martí. Correspondence, newspaper clippings, photos, and mementos sent to María Mantilla de Romero regarding her father José Martí. http://web.uflib.ufl.edu/spec/manuscript-guides/romero.htm

11. Romero, César: Interview on El Show de Paul Rodríguez. Filmed interview of Paul Rodriguez with César Romero in which the latter discusses his career as an actor and the relationship of his mother María Mantilla de Romero with José Martí. [The guide to this collection is available in Spanish: Guía de la entrevista a César Romero en El Show de Paul Rodríguez.] http://www.library.ufl.edu/spec/manuscript-guides/romero-elshow_en.htm

12. Royal Havana Company. Collection, 1749. Royal Havana Company was a Spanish company based in Havana, Cuba, which specialized in shipbuilding and trading of tobacco and sugar. This collection includes notes about shipments of tobacco, and a letter penned by Martin de Arostegui, defending his role as president of Royal Havana Company. [The guide to this collection is available in Spanish: Guía de la Colección de la Royal Havana Company.] http://www.library.ufl.edu/spec/manuscript-guides/royal.htm


18. Mangonès, Edmond: Collection. 1655-1843. A selection of documents (on microfilm) from the private library of Mangonès, a Haitian collector and historian of the early 20th
Century. Most of the documents date from before and after the Haitian revolution.
http://www.library.ufl.edu/spec/manuscript/guides/mangones.htm
19. Martínez Pupo, Rafael: Papers relating to Comandos Mambises. 1959-1984. Rafael Martínez Pupo was a successful business man in Cuba who lost all of his enterprises and belongings when Fidel Castro nationalized private property in 1959. He went into exile to Guatemala. In 1963, the CIA recruited him to lead a special operations unit of Cuban exiles, known as the Comandos Mambises, whose mission was to sabotage strategic targets in Cuba. The collection includes Martínez Pupo's correspondence with Cuban exiles, presidents, and news agents, as well as expense reports, receipts, and documents related to the Comandos Mambises.
http://www.library.ufl.edu/spec/manuscript/guides/pupo.htm
20. Page, James: Correspondence. 1905-1911. Letters pertaining to Page's position as the engineer in charge of constructing a water supply and sewer system in Cienfuegos, Cuba, including a 1910 report on the status of the water system.
http://www.library.ufl.edu/spec/manuscript/guides/page.htm
21. James M. Adams "Pioneering in Cuba" Papers. Bulk of collection deals with the notes and letters of James M. Adams trip and stay in Cuba during the first American colonization attempt of La Gloria. These letters and notes of his experience would later be put into his book Pioneering in Cuba which also is included.
http://web.uflib.ufl.edu/spec/manuscript/guides/adams.htm
http://www.library.ufl.edu/spec/manuscript/guides/pierce.htm
http://www.library.ufl.edu/spec/pkyonge/spanishamerican.htm
http://www.library.ufl.edu/spec/manuscript/guides/taco_bay.htm
http://web.uflib.ufl.edu/spec/manuscript/guides/cubamarket.htm
http://web.uflib.ufl.edu/spec/manuscript/guides/cubanslave.htm
27. B. S. Hile Correspondence. Letters written by B. S. Hile to his family while he is living and employed in Havana, Cuba.
http://web.uflib.ufl.edu/spec/manuscript/guides/hile.htm
http://web.uflib.ufl.edu/spec/manuscript/guides/parkerj.htm
http://www.library.ufl.edu/spec/manuscript/guides/albumcubana.htm
36. Oberly, Aaron S. Letter describing Havana, Cuba, 1865. Manuscript letter written aboard the U.S. Steamer Santiago de Cuba by U.S. Navy Assistant Surgeon Oberly describing the people, the climate, the music, and the activity on the roads and docks of Havana. 1 folder. MS Group 164. http://www.library.ufl.edu/spec/manuscript/guides/oberly.htm
37. Jose Francisco Barreto y Cardenas petition to King Ferdinand VII. Petition written to King Ferdinand by Spanish nobleman Jose Francisco Barreto regarding the Cuban colony government. http://web.uflib.ufl.edu/spec/manuscript/guides/barreto.htm
39. King Charles IV of Spain's Real Cedula to Cuba. An official copy of a real cedula expressing the King of Spain's displeasure toward interracial marriages in Cuba. http://web.uflib.ufl.edu/spec/manuscript/guides/cedula.htm
42. La presente resena de los acontecimientos... Manuscript "Advertencia" by Antonio Prats, describing the events that resulted in his arrest during the period of political unrest...
leading up to the 10 Years War in Cuba.

http://web.uflib.ufl.edu/spec/manuscriptguides/prats.htm

43. Al Burt Papers. Subject files, background notes, interviews, talks, and copies of articles and columns from the noted Miami Herald journalist Al Burt, author of Becalmed in the Mullet Latitudes, Al Burt's Florida, Tropic of Cracker, and other works.

http://web.uflib.ufl.edu/spec/pkyonge/burt.htm

44. Spessard L. Holland Papers. Personal and official political papers, dated 1913-1972, of former U.S. Senator and Florida Governor, Spessard Lindsey Holland.

http://web.uflib.ufl.edu/spec/pkyonge/Hollandfull.htm

45. George A. Smathers Papers. The papers of George A. Smathers (Democrat - Florida) documenting his service in the U.S. Senate.

http://web.uflib.ufl.edu/spec/pkyonge/Smathersfull.htm


47. Mary L. Elmendorf Papers. The research and personal papers of anthropologist and author, Mary Lindsay Elmendorf.

http://web.uflib.ufl.edu/spec/manuscriptguides/Elmendorf.htm